

Proof of Service
(Cal. Code Regs., tit. 2, § 7407, subd. (a))

(a) Proof of Service. Service shall be made simultaneously with filing and proof of such service, by means of a written declaration under penalty of perjury, shall be attached to the papers. Any proof of service which meets the requirements of Code of Civil Procedure section 1013a is acceptable. A sample proof of service, which assumes service by facsimile, followed by placing a hard copy of the document in the mail, is the following:

Declaration of Service by [insert means of service]

I, the undersigned, hereby declare:

I am over eighteen years of age and not a party to the within cause. My address is [insert address]. On [insert date], I served a copy of the [list all documents by title or description] on each of the following, by [insert means of service], facsimile transmission and by placing the same in an envelope (or envelopes) addressed respectively as follows:

[insert names and addresses of all persons served with the documents and, if applicable, which party each person represents]

Each said envelope was then on said date sealed and deposited in the United States mail at [insert location], the county in which I am employed, with the postage thereon fully prepaid.

I declare under penalty of perjury that the foregoing is true and correct. Executed on [insert date] at [insert location].

[Signed by the person executing the service]